**Relationship Manager Intern – Montclair Schools**

The mission of this position is to grow Laptop Upcycle’s relationship with the Montclair public schools and thereby increase the pace of Laptops Given to students in the school system. A positive relationship with each school helps Laptop Upcycle find students in need of technology tools for their school work. The responsibilities of this volunteer are:

* Schedule, coordinate, and deliver laptops to students. Students “Get” laptops en-masse in their schools through our schools contacts or one-off in our lab.
* Liaise with school organizations (PTA, clubs, etc.) to expand awareness of Laptop Upcycle and identify students in need of Laptops.
* Identify and champion additional education support activities for each school that may assist Laptop Upcycle to enhance our mission locally.
* Build upon existing school staff relationships and identify new student advocates
* Provide and/or coordinate technical support services for existing Laptop Upcycle students, including lab hours and other assistance as required.
* Work with Laptop Upcycle staff and other interns to enhance our messaging, marketing collateral, technology and reach.
* Assist in laptop deliveries for the **Partnership Manager Intern – Classrooms, Expansion, and Development** as necessary
* Attend and present at quarterly board meetings on a Tuesday evening.

**Key Skills:**

* Excellent Communication and public presentation
* Highly responsible with the ability to work independently
* Minor technical trouble shooting
* Marketing Program Development and Execution including Project Management
* Desirable but not prerequisite: MailChimp including list management, Google Sheets and Docs, Graphics programs for Marketing material

**Requirements:**

* Transportation in and around Montclair
* 15 hours per week on a flexible and negotiable schedule but including weekends

**Work Environment**

Laptop Upcycle is a not-for-profit dedicated to closing the technology gap for kids in our schools.  This primarily involves getting kids laptops so they can do their homework. It encompasses training kids in high school and other volunteers to repair and refurbish donated laptops.  Laptop and other donations come from partnerships with industry as well as individual contributors. We also seek partnerships to build community awareness and expand our reach.  We are all committed and unpaid volunteers in furtherance of this mission.

We have office space in the United Way building in Montclair and primarily serve Montclair.   We provide the entrepreneurial vibe with a good-works mission.  You’ll experience a lot of freedom and be expected to bring a high level of commitment and responsibility. You’ll gain valuable real-world experience in the not-for-profit arena and work with volunteers, other interns and industry veterans to accomplish your work.